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MINISTRY OF LABOUR & EMPLOYMENT

(Directorate General of Employment & Training)

NOTIFICATIONS

New Delhi, the 27th August 1962

G.S.R. 1133.—In exercise of the powers conferred by clause (e) of Section 2 of the Apprentices Act, 1961 (52 of 1961), and after consultation with the Central Apprenticeship Council, the Central Government hereby specifies the following trades as designated trades for the purposes of the Act, namely:—

Trades	Code number(s) of *National Classification of Occupations
<i>Group No. 1 Machine-shop trades group—</i>	
1. Fitter	750·10, 750·15
2. Turner	751·10
3. Machinist (Miller)	751·30
4. Machinist (Grinder)	751·55
5. Machinist (Shaper, Slotter and/or Planer)	751·20, 751·22, 751·26
<i>Group No. 2 Foundry trades group—</i>	
1. Pattern Maker	770·70
2. Moulder	734·10, 734·40
<i>Group No. 3 Metal working trades group—</i>	
1. Blacksmith	733·10
2. Sheet Metal Worker	754·00
3. Welder (Gas and Electric)	756·10, 756·20
<i>Group No. 4 Electrical trades group—</i>	
1. Electrician	760·10, 761·35
2. Lineman	764·20
3. Wireman	764·25
<i>Group No. 5 Building and furniture trades group—</i>	
1. Carpenter	770·00, 770·10

*The reference is to National Classification of Occupations adopted by the Government of India, Ministry of Labour and Employment, Directorate-General of Employment and Training.

[No. 73(1)/62-ES.]

G.S.R. 1134.—In exercise of the powers conferred by sub-section (1) of section 37 of the Apprentices Act, 1961 (52 of 1961), and after consulting the Central Apprenticeship Council, the Central Government hereby makes the following rules, namely:—

1. Short title and commencement.—(1) These rules may be called the Apprenticeship Rules, 1962.

(2) They shall come into force at once.

2. Definitions.—In these rules, unless the context otherwise requires,

- (a) "Act" means the Apprentices Act, 1961 (52 of 1961).
- (b) "Full Term Apprentice" means an apprentice who is not a short-term apprentice.
- (c) "National Classification of Occupations" means the National Classification of Occupations adopted by the Government of India, Ministry of Labour and Employment, Directorate General of Employment and Training.
- (d) "Registered Medical Practitioner" means a person whose name is entered in the register maintained under any law for the time being in force in any State regulating the registration of practitioners of medicine.
- (e) "Schedule" means a Schedule to the rules.
- (f) "Short-term apprentice" means an apprentice who is undergoing training in a designated trade for a period of six months after having undergone institutional training for 18 months in an Industrial Training Institute/Centre recognised by the National Council and passed the trade test conducted by that Council.
- (g) "Standard Industrial Classification" means the Standard Industrial Classification adopted by the Government of India, Ministry of Labour and Employment, Directorate General of Employment and Training.

3. Standards of Education.—A person shall be eligible for being engaged as an apprentice if he satisfies the minimum educational qualifications prescribed in Schedule I.

4. Standards of physical fitness.—A person shall be eligible for being engaged as an apprentice if he satisfies the minimum standards of physical fitness prescribed in Schedule II.

5. Period of Apprenticeship Training.—(1) The period of apprenticeship training in the case of apprentices referred to in clause (b) of section 6 of the Act shall be as follows:—

<i>Trades</i>	<i>Code number(s) of National Classification of Occupations</i>	<i>Period of Training</i>
Group No. 1 Machine-shop trades group—		
1. Fitter	750·10, 750·15	Three yrs.
2. Turner	751·10	Three yrs.
3. Machinist (Miller)	751·30	Three yrs.
4. Machinist (Grinder)	751·55	Three yrs.
5. Machinist (Shaper, Slotter and/or Planer)	751·20, 751·22, 751·26	Three yrs.
Group No. 2 Foundry trades group—		
1. Patter Maker	770·70	Three yrs.
2. Moulder	734·10, 734·40	Three yrs.
Group No. 3 Metal Working trades group—		
1. Blacksmith	733·10	Three yrs.
2. Sheet Metal Worker	754·00	Three yrs.
3. Welder (Gas & Electric)	756·10, 756·20	Three yrs.

<i>Trades</i>	<i>Code number(s) of National Classification of Occupations</i>	<i>Period of Training</i>
Group No. 4 Electrical trades group—		
1. Electrician	760·10, 761·35	Three yrs.
2. Lineman	764·20	Three yrs.
3. Wireman	764·25	Three yrs.
Group No. 5 Building and furniture trades group—		
1. Carpenter	770·00, 770·10	Three yrs.

(2) Where an apprentice is unable to complete the full apprenticeship course within the period prescribed in sub-rule (1) or to take the final test owing to illness or other circumstances beyond his control, the establishment concerned shall have the power to extend the period of his apprenticeship until the next test is held. Similar extension of the period of training may also be allowed in the case of those apprentices who, having completed the course, fail in the final test. An apprentice who fails in the second test shall not be allowed any extension of the period of training.

6. Compensation for termination of apprenticeship.—Where the contract of apprenticeship is terminated through failure on the part of an employer to carry out the terms and conditions of the contract, he shall be liable to pay to the apprentice compensation in accordance with the following rates:

- | | |
|---|---------|
| (1) For termination within a period of 12 months from the date of joining apprenticeship. | Rs. 300 |
| (2) For termination after the expiry of 12 months but before the expiry of 24 months. | Rs. 400 |
| (3) For termination after the expiry of 24 months. | Rs. 500 |

7. Payment of stipend to apprentices.—(1) The minimum rate of stipend payable to an apprentice shall be as follows:—

- | | |
|------------------------------------|-------------|
| During the first year of training | Rs. 25 p.m. |
| During the second year of training | Rs. 50 p.m. |
| During the third year of training | Rs. 60 p.m. |

Provided that in the case of apprentices referred to in clause (a) of section 6 of the Act, the period of training already undergone by them in a school or other institution recognised by the National Council, shall be taken into account for the purpose of determining the rate of stipend payable.

(2) The stipend for a particular month shall be paid by the 10th day of the following month.

(3) No deduction shall be made from the stipend for the period during which an apprentice remains on casual or medical leave. Stipend shall however, not be paid for the period for which an apprentice remains on extraordinary leave.

(4) Notwithstanding anything contained in this rule, where an establishment has a system of deferred payment whereby only a portion of the stipend is paid to the apprentice every month and the balance is paid to the apprentice on the completion of the training, such establishment shall be free to continue such system provided that the minimum amount paid to the apprentice every month shall not be less than the monthly stipend prescribed under these rules and no deduction is made from the said accumulated amount on any account. Establishments which do not already have such a system shall be free to institute a system on the same conditions.

8. Weekly and daily hours of work.—(1) The weekly and daily hours of work of an apprentice while undergoing practical training shall not exceed the following:—

- | | |
|------------|--|
| (a) Daily | Not more than eight hours (including the time spent on Related Instruction). |
| (b) Weekly | Not less than 40 hours but not more than 45 hours (including the time spent on Related Instruction). |

(2) No trainee shall be engaged on such training between the hours of 10 P.M. and 6 A.M. except with the prior approval of the Apprenticeship Adviser who shall give his approval if he is satisfied that it is in the interest of the training of the apprentice or in public interest.

9. Grant of leave to apprentices.—(1) There shall be three kinds of leave admissible to apprentices (a) Casual leave, (b) Medical leave and (c) Extraordinary leave.

(2) (i) Casual leave shall be admissible for a maximum period of 12 days in a year.

(ii) Any holidays intervening during the period of casual leave shall not be counted for the purpose of the limit of 12 days.

(iii) Casual leave not used during any year shall stand lapsed at the end of the year.

(3) (i) Medical leave upto 15 days for each year of training may be granted to the apprentice who is unable to attend duty owing to illness. The unused leave will be allowed to accumulate upto a maximum of 40 days.

(ii) Any holidays intervening during the period of medical leave shall be treated as medical leave and accounted for in the limits prescribed under clause (i).

(iii) The employer may call upon the apprentice to produce a medical certificate from a registered medical practitioner in support of his medical leave. A medical certificate shall, however, be necessary if the leave exceeds 6 days.

(iv) It shall be open to the employer to arrange a special medical examination of an apprentice if he has reason to believe that the apprentice is not really ill or the illness is not of such a nature as to prevent his attendance.

(4) Except in case of extreme urgency applications for all such leave, except medical leave, should be made to the appropriate authority and sanction obtained before the leave is taken.

(5) Casual leave shall not be combined with medical leave. If casual leave is preceded or followed by medical leave, the entire leave taken shall be treated either as medical or casual leave, provided that it shall not be allowed to exceed the maximum period prescribed in respect of medical or casual leave, as the case may be.

(6) Extraordinary leave upto a maximum of 10 days in a year may be granted to the apprentice, after he has taken the entire casual or medical leave, if the employer is satisfied with the grounds on which the leave is applied for.

Full-term apprentices—

10. Records and Returns.—(1) As soon as a full-term apprentice joins an establishment, an Index Card (envelope) in the Form App-1 (given in Schedule III) shall be prepared in quadruplicate and his personal details entered on it. The employer will retain one copy and distribute the remaining three to the following, within a period of fifteen days of the date of registration of the contract of apprenticeship:

(i) the Central Apprenticeship Adviser,

(ii) the State Apprenticeship Adviser of the State in which the establishment is located, and

(iii) the Head of the Institute where the apprentice will undergo Related Instruction.

(2) The details relating to 'Workshop Calculations', 'Engineering Drawing', 'Trade Theory', 'Social Studies' and 'Attendance' for Related Instruction in Form App-I (Record of Training and Instruction) shall be entered periodically by the establishment on the basis of quarterly reports which will be furnished by the authority imparting Related Instruction.

(3) In addition to recording the grading in 'practical work' in the appropriate column of Form App-I, a separate record of operations based on the syllabuses approved by the Central Apprenticeship Council and actually performed by the apprentice during each quarter, shall be maintained in Form App-1(a) (given in schedule III). This form shall be kept inside Form App-1.

(4) In those cases where the basic training is given to the apprentice at an institute set up by the Government, quarterly reports (during the period of such training) giving the required information will be furnished to the establishment by the Head of the Institute concerned for recording on Forms App-1 and App-1(a).

(5) At the end of each quarter every establishment shall send to the persons mentioned in sub-rule (1) a report in Form App-2 (given in Schedule III) in respect of full-term apprentices. A copy of the relevant quarterly report in regard to Related Instruction received from the Institution imparting such instruction to these apprentices shall be attached to the Report in Form App-2.

(6) The quarterly reports in Form App-2 shall be sent according to the following schedule:—

Report for quarter ending	Date by which to be sent
March	15th April
June	15th July
September	15th October
December	15th January

Short-term apprentices—

(7) As soon as a short-term apprentice joins an establishment an Index Card App-3 (given in Schedule III) shall be prepared in quadruplicate and his personal details entered on it. The employer will retain one copy and distribute the remaining three to the following within a period of fifteen days of the date of registration of the contract of apprenticeship:—

- (i) the Central Apprenticeship Adviser,
- (ii) the State Apprenticeship Adviser, and
- (iii) the Head of the Industrial Training Institute where he completed his institutional training.

(8) The details relating to 'Nature of work done', 'General assessment of work and conduct' and 'Number of days of unauthorised absence' in Form App-3 shall be completed every month. Based on the entries recorded from time to time in this form, the employer shall, within fifteen days of the completion of the training of the apprentice, send to the persons mentioned in sub-rule (7), a report in Form App-4 (given in schedule III).

(9) Every employer shall maintain a register of attendance for the apprentices (full-term and short-term) undergoing apprenticeship training in his establishment. Action taken for irregular and unauthorised absence shall be recorded in this register at the end of each month.

SCHEDULE I
(See RULE 3)

Sl. No.	Designated Trade	Minimum Educational Qualifications	
		Essential	Desirable
1	Electrician	Should have passed the Matriculation or an equivalent Examination or passed X class which is one class below the Higher Secondary Examination.	Should have had Science as one of the subjects.
2	Fitter	Should have studied upto two standards below the Matriculation Examination or equivalent or three standards below the Higher Secondary Examination.	(i) Should have passed the Matriculation or an equivalent Examination of the X Class which is one class below the Higher Secondary examination. (ii) Should have had science as one of the subjects.
3	Turner		
4	Machinist (Miller)		
5	Machinist (Grinder)		
6	Machinist (Shaper, slotter and/or planer)		
7	Lineman		
8	Wireman		

Sl. No.	Designated Trade	Minimum Educational Qualifications	
		Essential	Desirable
9	Blacksmith	} Should have studied upto two standards below the Matriculation or equivalent examination or three standards below the Higher Secondary Examination.	
10	Pattern Maker		
11	Moulder		
12	Sheet Metal Worker		
13	Carpenter		
14	Welder (Gas & Electric)		

SCHEDULE II

(See RULE 4)

Standards of physical fitness for training.

(1) A candidate should be free from evidence of any contagious or infectious disease. He should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or to endanger the health of the public. He should also be free from evidence of tuberculosis in any form active or healed.

(2) *Height, Weight and Chest*

Candidates should satisfy the minimum standards as given below:—

Height 150 Centimeters; Weight 45 Kilograms; Chest Expansion should not be less than 5 Centimeters irrespective of size of chest.

(3) *Eyes*

There should be no evidence of any morbid condition of either eye or of the lids of either eye which may be liable to risk of aggravation or recurrence.

STANDARD OF VISION

(A) *Visual acuity*

The minimum standard of visual acuity for all trades shall be:

6/18 in each eye or 6/12 in one eye and 6/24 in the other eye without glasses or 6/9 with glasses in both eyes.

Candidates with vision in one eye only shall be rejected.

(B) *Colour Vision—not required*

(4) *Ears*

Hearing must be good in both ears and there should be no sign of suppurative disease. No hearing aid shall be permitted.

(5) *Skin*

There should be no evidence of acute or chronic skin disease or chronic ulceration.

(6) *Speech*

Speech should preferably be without impediment.

(7) *Alimentary system*

1. Candidates should have sufficient number of natural teeth (in healthy state) for mastication.

2. Spleen should not be palpably enlarged and there should be no evidence of tenderness in the splenic area.

3. Liver should not be palpable or tender.

4. There should be no oral sepsis.

5. There should be no sugar in urine.

6. Candidates should not be suffering from haemorrhoids, fissures in and fistulae anal hernia or bubonocoele or ischio-rectal abscess or hydrocele.

(8) *Cardio Vascular System*

1. Blood pressure should not exceed 85 diastolic and 140 systolic.
2. Candidates with low blood pressure (i.e. systolic below 100) should be rejected.
3. There should be no sign of any cardio-vascular disease.

(9) *Respiratory System*

Candidates should be free from all diseases of respiratory system. There should be no deformity of chest which may cause impediment to breathing.

(10) *Genito Urinary System*

There should be no evidence of genito-urinary disease or any abnormality.

(11) *Skeletal System*

1. The function of all limbs should be within normal limits.
2. There should be no evidence of serious deformity of the spinal column or of the extremities.

(12) *Nervous System*

There should be no evidence of any disease of nervous system or of any mental disease.

(13) *Glandular System*

There should be no evidence of tuberculosis or other disease of the glandular system including the endocrine glands.

SCHEDULE III

(See RULE 10)

ENVELOPE (Front side)

FORM APP—I

Personal Details

Name and address of establishment		Nature of Industry & Standard Industrial Classification Code No. (Minor)				Photo of apprentice. Passport size.
Registration No. and date of contract of apprenticeship.	Designated Trade	Date of commencement of training				
Name and address of apprentice	Name and address of guardian					
Date/year of birth	Educational qualifications at entry					
	Examination passed	Name of school/Institute	Date	Remarks	Details of previous training and/or experience and any other special qualifications.	
Period of training						
Date of completion of training						
Stipend to be paid						
1st year	2nd year	3rd year				

(Back side)

Record of Training and Instruction

Number of Quarter. . . .	1	2	3	4	5	6	7	8	9	10	11	12
Workshop Calculations . . .	*											
Engineering Drawing . . .												
Trade Theory												
Social Studies												
actical work												
Attendance (Related Instruction . .											
	Practical Work											
Initials of officer incharge of training												
Initials of Apprentice . . .												

*The grading in each column should be indicated by putting 'G' for 'Good', 'S' for 'Satisfactory' and 'I' for 'Indifferent'.

Any special remarks.

FORM APP-1(a)

(To be kept inside Form App-1)

Record of Practical Work.

Sl. No. List of Operations as appended to the syllabus	Number of quarter*											
	1	2	3	4	5	6	7	8	9	10	11	12

.....Fold across this line

..Fold across this line

*The operations performed during a quarter should be indicated by putting a tick mark(✓) against them.

FORM APP-2

Report for the quarter ending _____

Name and address of the establishment
 Nature of Industry
 Nature of product

Total number of workers
 Name of Manager/Director
 Name of the Officer incharge of training

PART I

Sl. No.	Designated Trade	Number of workers other than unskilled workers	Number of skilled workers	No. of apprentices under training in the designated trade	Remarks
1	2	3	4	5	6

PART II

Sl. No.	Name of apprentice	Registration No. and date of contract of apprenticeship	Designated trade	S. Nos. @ of operations performed during the quarter (List of operations appended to the syllabus)	Grading in practical work	Attendance in practical work	Remarks
1	2	3	4	5	6	7	8

Section I—Apprentices who joined during the quarter

Section II—Apprentices who completed training or whose services were terminated during the quarter

Section III—Apprentices who continued their training throughout the quarter

Signature of employer

Date

@ Information in this column should be given from Form App-1(a) maintained for each apprentice.

Note: A copy of the quarterly report on related instruction received from the Institute/School imparting related instruction should be attached to this report.

FORM APP-3

Personal Details

Name and Address of Establishment			Nature of Industry & Standard Industrial Classification Code No. (Minor)
Registration No. and date of contract of apprenticeship	Designated Trade	Date of commencement of training	
Name and address of apprentice	Name and address of guardian	Name of the Industrial Training Institute in which trained and date of Trade Test conducted by National Council	

Record of Training

No. of the month	Name of the month	No. of days of unauthorised absence	Nature of work done	General assessment of work and conduct	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Date of completion of training.....

Signature of officer incharge of training.....

FORM APP—4

Name and address of establishment.....

The apprentices whose names are noted below have completed their short-term apprenticeship training:—

Sl. No.	Name of apprentice	Registration No. and date of contract of apprenticeship	Nature of work done during the period of training	General assessment of work and conduct during the period of training	No. of days of unauthorised absence	Date of completion of training	Remarks
1	2	3	4	5	6	7	8

Signature of Employer

Date

[No. 107(2)/62-EC.]

ORDER

New Delhi, the 27th August 1962

G.S.R. 1135.—In pursuance of sub-section (1) of section 8 of the Apprentices Act, 1961 (52 of 1961), the Central Government, after consulting the Central Apprenticeship Council, hereby notifies that for each of the designated trades

acted below, the ratio of apprentices to workers other than unskilled workers in that trade, shall be as indicated in column 4:

Sl. No.	Designated trade	Code number(s) of National Classification of Occupations	Ratio	
			Apprentices	Workers other than unskilled workers
1	2	3	4	
1	Fitter	750·10, 750·15	1	: 7
2	Turner	751·10	1	: 7
3	Machinist (Miller)	751·30	1	: 7
4	Machinist (Grinder)	751·55	1	: 7
5	Machinist (Shaper, Slotter and/or Planer)	751·20, 751·22, 751·26	1	: 7
6	Pattern Maker	770·70	1	: 7
7	Moulder	734·10, 734·40	1	: 7
8	Blacksmith	733·10	1	: 7
9	Sheet Metal Worker	754·00	1	: 7
10	Welder (Gas & Electric)	756·10, 756·20	1	: 7
11	Electrician	760·10, 761·35	1	: 7
12	Lineman	764·20	1	: 7
13	Wireman	764·25	1	: 7
14	Carpenter	770·00, 770·10	1	: 7

Where, in calculating the number of apprentices in accordance with the ratio indicated above, there are odd numbers of workers leading to fractions of an apprentice, the following basis shall be adopted:

- (i) where the number of workers is three or less, they shall be disregarded, and
- (ii) where the number of workers is four or more, one apprentice shall be engaged.

[No. 81(1)/62-ES.]

S. ABDUL QADIR, Jt. Secy